

OAKDENE PRIMARY SCHOOL

Job Description

Job Title: Senior Leader - Foundation and Key Stage 1 Leader.

Responsible To: Headteacher

Main Purpose of the Job:

To assist the Headteacher in the leadership and management of the school by:

- being a strong advocate for change and to champion school improvement.
- conveying a positive 'can do' attitude to secure successful outcomes for all Oakdene children
- supporting the development and achievement of the School's vision to secure success and improvement.
- playing a major role in ensuring high quality education for all pupils and improvement in standards of learning.
- Helping to secure commitment of the wider community in developing and maintaining effective networks through local clusters, Learning Network, Teaching Schools and Parental engagement.

Duties:

The Senior Leader / Foundation and Key Stage 1 Leader will:

- lead on improving and maintaining all aspects of both the Foundation Stage and Key Stage 1 evaluating pupil's progress, achievement and attainment and reporting these findings to relevant personnel.
- be accountable for standards across the Key Stages in all curriculum areas
- co-ordinate planning, teaching and learning within the Key Stages and to liaise with the Additional Educational Needs leader to ensure continuity and progression throughout the School.
- establish and develop good relationships, encourage good working practices and support and lead Staff in the Key Stages.
- lead by example in all areas of the Curriculum and lead English across the whole School improving and maintaining standards
- produce and maintain policies for relevant areas of the curriculum.
- be an active and innovative member of the Senior Leadership Team.
- develop Parental engagement through a variety of face to face and digital communications.

- develop 'Pupil Voice' throughout the School.
- lead, support, motivate and direct Learning Assistants, both 1:1 Learning Assistants and Classroom based Learning Assistants, working within the Key Stage.
- oversee all aspects of the Key Stage organisation and management, including preparing agendas and chairing meetings in order to ensure that school policies and decisions are delivered, co-ordinating Assemblies and Hymn Practices, co-ordinating and overseeing organisation of trips and extra curricular activities.
- take responsibility for the pastoral care of pupils in the Key Stage, monitoring and implementing relevant key policies.
- oversee the induction of new members of staff within the Key Stages.
- oversee the mentoring of Trainee Teachers in the Key Stages

Signed..... Senior Leader

Date.....

Signed..... Headteacher

Date.....